



Director of Parks and Recreation City of Mobile, AL

Background:

The City of Mobile is under the leadership of Mayor Sandy Stimpson. Mayor Stimpson has just begun his second term and in his first term exhibited a strong focus on financial stewardship, innovation, capital investment, citizen engagement, public safety and neighborhood connectivity. His passion for developing opportunities for young people and for providing improved services throughout the community have been met with great enthusiasm from our citizens – and expectations continue to rise. The Mayor is taking steps to raise the bar and bring additional talent to his leadership team so that new and best practices can be imparted here in Mobile. Parks and Recreation are key areas of focus for the Mayor, and the position description below is part of the Mayor's actions to cast a wide net in a search of a Director to lead this portion of our City's mission.

Position Description – Director of Parks and Recreation:

- Under the administrative direction of the City's Executive Director of Public Works, this Director is responsible for planning, organizing, directing, and managing the operation of the Parks and Recreation Department and a budget that includes operations, maintenance, and capital improvements. Supervision is exercised over other managers and superintendents for recreation and parks.
- The work will be performed with general direction from broad goals and policies. A highly motivated and passionate individual is desired for this role.
- Comprehensive knowledge of a large organization, preferably with municipal or government experience, is desired.

Essential Functions and Duties:

- Provide strategic direction for the overall parks and recreation system throughout the City.
- Direct the planning and administration of the Department's budget and the five year capital improvement plan in conjunction with the City's Capital Planning team.
- Develop and administer policies and procedures, and collaborate with internal and external partners with a view toward short term and longer term goals and objectives.
- Perform marketing and public relations duties along with using existing data and studies recently performed by the Administration to better inform decision-making.
- Duties include training and evaluation of staff, along with hiring as required; representing the department with the public and the City to set goals; evaluating programs, projects, and activities to ensure effective use of resources and continuous improvement of services.

Examples of Work and Skills Required:

- Plans and directs all activities of a large staff of employees in the Parks & Recreation Department. Oversees the collection of large volumes of statistical data and analysis of data for decision making at the Mayor and Executive team levels.
- Strong communication skills with internal staff, other City departments, City Council, and the public and stakeholder groups is essential – for both interaction and written communications.
- Proactive management of department improvements is desired, along with experience in organizational change management, conflict management, and an awareness of changing work environments and cultures.
- Position may require development of new programs and coordination on large initiatives with other city departments.
- Participation with civic, business and service organizations as well as volunteers on parks and recreation matters will be expected.
- Ability to supervise, understand and manage a wide range of subordinate personnel.
- Strong decision-making skills and problem-solving skills are required.
- Financial analysis and budgeting experience is required.
- Must possess a thorough knowledge of recreation, sports and park programs.

Minimum Qualification Requirements:

Attainment of a minimum of a bachelor's degree from a recognized college or university in recreational administration or a closely related field such as landscape architecture, urban planning, or related fields such as Public Administration or Business Administration. Professional CPRP or CPRE is preferred. It is also preferable to have a related master's degree. A minimum 10 years of experience in this field or in similar positions in a responsible supervisory or leadership capacity is required. A combination of education and experience equivalent to these requirements is also acceptable.

Other Information:

- This will be an appointed position reporting to the Executive Director of Public Works and the selected candidate will be given wide latitude in carrying out policies and objectives for the work plan that is mutually established. Supervision will be exercised over a large staff of professional, technical, clerical and maintenance employees.
- The City of Mobile has 99 park properties, 69 of which are “developed” parks totaling about 1,300 acres of park lands. Additionally there are 18 community centers, 6 pools, 9 wading pools, 5 splash pads, 1 (18-hole) golf course, and a 92 court tennis center.
- Links
 - City of Mobile Parks and Recreation Map – maps.cityofmobile.org/parksandrecreation
 - City of Mobile Capital Improvement Plan – www.CityofMobile.org/FixMobile
 - City of Mobile Comprehensive Plan – www.MapforMobile.org
- Interested candidates should send their resumes **by March 31st** to the City's Executive Director of Public Safety, and Selection Committee leader, Jim Barber via his Executive Assistant Melanie Brown at melanie.ashford-brown@cityofmobile.org.